

Handling Emergencies – Overview:

Individual Medical Emergency

(order of actions may change depending on situation)

- Locate the student.
- Stabilize the Situation.
- Stay with the student, or have a DESIGNATED program representative stay with student while one of you calls for assistance. Don't leave the student alone.
- Contact the host (university, provider, hotel) to locate appropriate local emergency care provider.
- Also contact MEDEX/Global for Medical Assistance. SEE YOUR EMERGENCY WALLET CARD. They will assist with medical references, hospital admission, financial guarantees, as needed.
- Contact injured/ ill student's parents. Give only info that you are certain of. Check and recheck facts. MEDEX can also contact family members as needed if you must spend most of your time with the student, parents.
- Keep MEDEX posted about condition, change in location of injured/ ill student.
- Notify our office OIE-AUAB. We can muster AU Resources, contact parents, other family members.
- Meet with all program participants to handle questions.
- Have participants check-in with their own parents.
- Contact from OIE will come from cell phone or via internet.
- Discuss information only with appropriate parties
- This will be a stressful time, and you need to be at your best. It is appropriate to take care of yourself and any other staff or students assisting with this emergency by insuring that everyone gets as much rest and nourishment as they can.